Purpose

To establish the procedure and to place responsibility for authorizing the performance of work by State forces or the furnishing of materials to other governmental agencies.

Policy

Work may be done by the Department for other governmental agencies provided that the requesting party can show a substantial difference in cost between the cost estimated by a private contractor and that estimated by the Department. The work may not interfere with the Department work schedules or operation.

Procedures

WORK DONE BY THE HIGHWAY DEPARTMENT FOR COUNTIES, CITIES OR OTHER GOVERNMENTAL AGENCIES OR ACCOUNTS RECEIVABLE   UDOT 06A-41.1

Responsibility: Requesting Party

Actions

1. Contacts Region/District Engineer explaining the need for and the reasons why the work is not advertised for private contract or materials purchased from private firm.

Responsibility: Region Director and/or District Engineer and/or Region Operations Engineer

2. Determines if Region forces could do the work without interfering with their own operations or hindering their schedules and if the State could provide the requested materials.

3. Prepares Work Agreement (six copies), and obtains the notarized signature of the person having authority to enter into the agreement for the agency requesting the work.

4. Approves the agreement.

5. Distributes the Work Agreement as follows: (Requires original signatures)

   > One copy for Region/District Files
   > One copy for party requesting work
   > One copy to the supervisor performing the work
   > One copy to Central Files
   > One copy to Comptroller
   > One copy to Engineer for Maintenance

6. Prepares and submits Accounts Receivable Invoice.

Responsibility: Region/District Accounting Office

7. Sends bill to the party for whom the work was done for collection.